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Saudi Arabia

WASIM ISHAQUE

LOGISTICS OFFICER

ABOUT ME

RESUME ☆ Accomplished Logistics & supply chain professional with 15TH + years of progressive experience in logistics operations, Inventory Control, and Cost accounting | Proved track record of managing complex shipping processes, ensuring compliance with International Trade regulations (SABER, SASO, IECEE) and streamlining supply chain workflows. Highly detail Oriented, dependable, and driven by result with strong stakeholder coordination and analytical skills.

SKILLS

End to end Logistics and Freight Management

International Trade Compliance

Warehouse & Inventory Control

Shipping Documentation & Customs Clearance

SABER/SASO/IECEE certification Handling

Cost Accounting & Shipment Costing

ZATCA - VAT reconciliation and Bayan Reconciliation

ERP & A/P systems, GIT reconciliation

Supplier and Freight Negotiation

Strong Communication & Problem-Solving Skills

WORK EXPERIENCE

Logistic Officer

Technical Trading Company - Olayan Group / Riyadh / Mar 2018 - Present

- Process purchase orders and obtain order confirmations and delivery schedules from suppliers.
- Coordinate closely with suppliers and internal departments to collect necessary shipping documents and ensure timely shipment updates.
- Verify HS codes and product eligibility in line with country-specific import regulations, including authorization to import under the company's Commercial Registration (CR).
- Manage SABER, SASO, and IECEE certification processing.
- Negotiate shipping rates and routes with freight forwarders and carriers to ensure cost-effective and timely shipment arrangements.
- Manage end-to-end shipment processes, including booking, tracking, monitoring, follow-up, and sending pre-alerts to warehouses and relevant departments.
- Arrange insurance coverage for shipments as required.
- Prepare and submit documentation for CTC/CITC and MOI approvals for Communication and Security-related products.
- Collect, verify, and dispatch original shipping documents to customs brokers/agents to ensure smooth and timely customs clearance.
- Monitor shipments until final delivery to the warehouse.
- Resolve issues such as missed deliveries, short shipments, and pricing discrepancies through coordination with suppliers, internal departments, freight forwarders, customs agents, and insurance providers.
- Perform quarterly and periodic reconciliation of customs data with purchasing records for ZATCA (Zakat) reporting purposes.
- Maintain accurate records of all Customs Bayan entries for shipments cleared under the company's Commercial Registration (CR).

Cost accountant - Logistics Department

Arabian Business Machines Company - Olayan Group / Riyadh / Mar 2011 - Feb 2018

- Obtain receipt confirmations and Store Receipt Vouchers (SRVs) from the warehouse.
- Validate prices, quantities, and commodities against official purchase orders and supplier invoices.
- Follow up and collect all relevant shipment documents, including customs duty invoices, freight charges, SASO and packing costs, and currency exchange rate proofs required for accurate costing.
- Perform shipment costing and receipt processing in the system, ensuring accurate allocation of final landed cost and overheads.
- Record Accounts Payable (A/P) entries in the system for foreign suppliers and local service providers.
- Submit invoices along with A/P vouchers and supporting documentation for timely payment processing.
- Maintain records of advance payments against shipments and reconcile discrepancies.
- Maintain VAT files and reconcile customs broker invoices with customs Bayan ledger entries.
- Reconcile service provider invoices with agreed rates/tariffs and process invoices for cheque issuance.
- Identify shipments and book journal vouchers (JV) for Goods in Transit (GIT) on a monthly basis.
- Reconcile Accounts Payable, GIT, and VAT accounts on a monthly basis to ensure accuracy.
- Maintain serialized purchase order records and file all associated documents within respective PO files.

LANGUAGES

English

Arabic

Hindi

Urdu

Marathi

COURSES

Office Automation
X'zact Computer Institute/
India

Certificate course in financial
Accounting
X'zact Computer Institute/
India

Desktop management skills
Aptech Computer
Institute/India

Logic of supply chain
management
MELI-Middle East logistics
institute

Introduction to supply chain
management
Bakka Inc - Management
Consulting-KSA

Logistic & supply chain
management
Olayan Group/KSA

Shipping & documentation
course
Olayan Group/KSA

Digital Supply Chain Online
Training
Coursera

Studying Logistics,
Transportation and Distribution
(CLTD) by APICS-ASCM
APICS-ASCM

Online Certificate Course,
Influencing People, authorized
by University of Michigan
University of Michigan

Anti-Money Laundering Online
Course
Coursera

- Keep detailed records of customs Bayan for VAT and Zakat purposes and reconcile with commercial/shipping invoices in accordance with declared HS codes.

Warehouse Supervisor

Arabian Telecommunications & Electronics co - Olayan Group / Riyadh/Sep 2006 - Feb 2011

- Responsible for shipment planning, dispatching, receiving shipments, and issuing materials based on requests.
- Issue invoices in accordance with delivery notes.
- Maintain stock records in the computer system, including entering receipts and issuing vouchers.
- Calculate stock balances and prepare reports on stock status, including departmental stock issue analysis.
- Verify and coordinate the return of defective materials and equipment to service centers for repair.
- Maintain records of repaired and refurbished items.
- Process documentation related to goods receipt, store goods in appropriate warehouse locations, investigate damaged goods, and prepare reports to initiate claims.
- Monitor and manage administrative duties such as filing documents in proper order and handling correspondence via electronic and postal channels.
- Ensure accurate logging of inventory transactions and oversee cycle counts and reconciliation activities.
- Interpret company policies for warehouse staff and enforce workplace safety regulations.

Inventory controller

Mohammed al Huraigy group, Dammam (KSA) / Dammam/Mar 2006 - Aug 2006

- Handle routine accounting and clerical tasks on a day-to-day basis to support smooth departmental operations.
- Receive, verify, and record supplier invoices, and process them for timely payment.
- Participate in physical inventory counts in stores/warehouses, record findings on tally sheets, compare physical stock with system records, and reconcile any discrepancies.
- Maintain accurate and comprehensive inventory records of all related products, ensuring data integrity and traceability.
- Monitor stock levels regularly and coordinate with procurement to replenish inventory as needed.
- Ensure proper storage, tagging, and labeling of inventory to support efficient stock movement and retrieval.
- Assist in implementing and improving inventory control procedures to minimize stock variances, prevent losses, and enhance accuracy.
- Support cycle counting activities and assist in periodic audits for compliance and reporting.

Sales Coordinator

Champion Confectionery / Mumbai, India/Jun 2004 - Dec 2004

- Assisted the sales team in order processing, customer follow-ups, and maintaining sales records.

Accounts Assistant

Khot Associates / Mumbai, India /Apr 2002 - Dec 2002

- Supported daily accounting operations, maintained ledgers, and assisted in invoice processing and bank reconciliations.

Showroom Sales Executive:

In-Win Family Store, / Mumbai, India /Feb 2001 - Oct 2001

- Managed customer service, product display, and sales transactions in a retail environment.

Anti-Fraud Online Course by
Coursera

Anti-Bribery and Corruption
Online Course
Coursera

PERSONAL DETAILS

Date of birth
05-12-1981

Marital status
Married

Nationality
Indian

Visa status
Valid Saudi Iqama

EDUCATION

Bachelor of Commerce (B.com)
Mumbai University/India / 2006

Higher Secondary Certificate (HSC)
Mumbai Board /India / 2000

Diploma in food safety
National Development Agency/India / 2016

HOBBIES

Watching Movies and Documentaries

DRIVING LICENSE

Driving license category:
Valid Saudi and Indian Driving License of light Motor vehicle (LMV)
